STAMS®

User Guide

for Interactive Whiteboard lessons

STAMS® Plus Series

LEVELS C–H

Hawker Brownlow
EDUCATION

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EDUCATION

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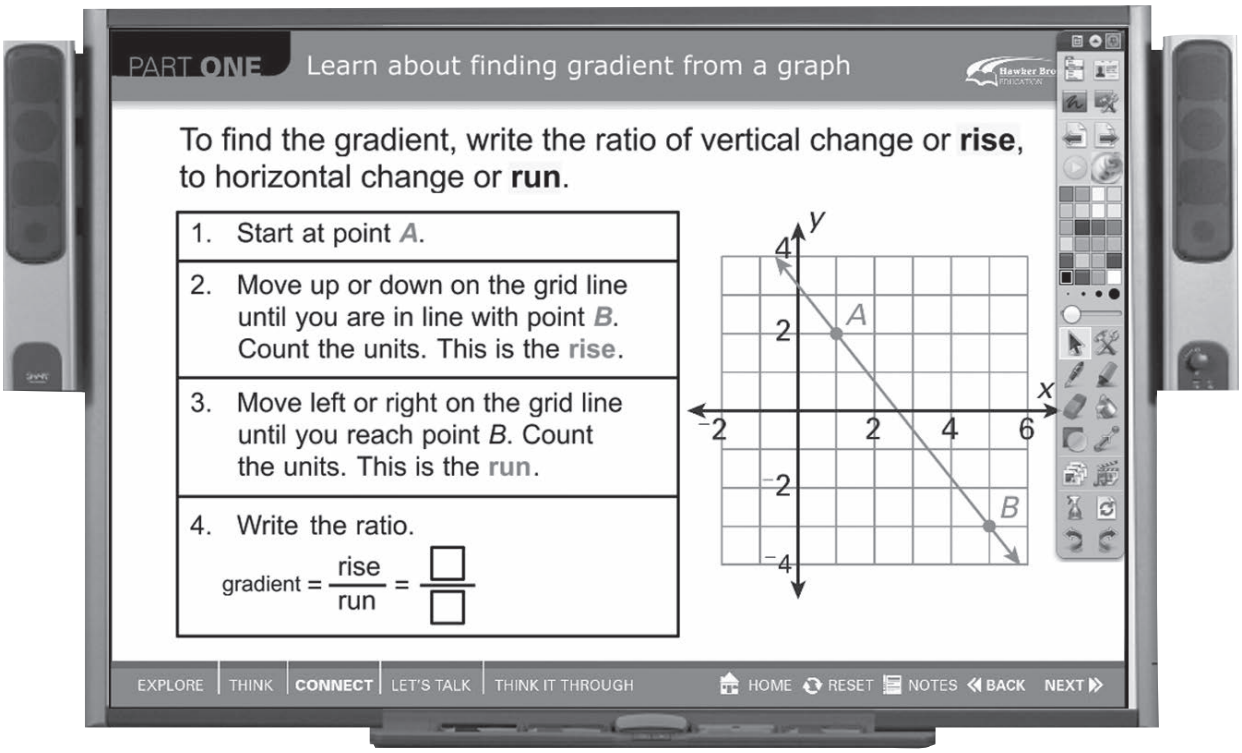
Example of STAMS® IWB lesson


PART ONE
Learn about finding gradient from a graph
To find the gradient, write the ratio of vertical change or rise, to horizontal change or run.
1. Start at point A.
2. Move up or down on the grid line until you are in line with point B. Count the units. This is the rise.
3. Move left or right on the grid line until you reach point B. Count the units. This is the run.
4. Write the ratio.
gradient = rise / run = ☐/☐
y
x
A
B
EXPLORE
THINK
CONNECT
LET'S TALK
THINK IT THROUGH
HOME
RESET
NOTES
BACK
NEXT

Interactive Whiteboards makes every lesson a powerful and engaging visual experience for students and teachers alike.

Features, such as cloning and dragging objects, and whiteboard tools, such as highlighters, keep students actively engaged in learning. Teacher notes help maximise the instructional impact, more fully preparing students to complete the related *Solve*® practice independently.

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Welcome to STAMS® *Interactive Whiteboard lessons*

STAMS® Interactive Whiteboard (IWB) lessons enhance instruction by transforming lessons into engaging visual experiences. *STAMS*® IWB lessons are available for each lesson in the *STAMS*® *Plus Series* student books for level C–H. They offer students opportunities to question and explore mathematical concepts in greater depth.

Accessing STAMS® IWB lessons

STAMS® IWB lessons were created to run in a software program called ActivInspire™. The program presents a wide variety of tools that you can use to enhance and annotate the lessons. This user guide discusses some of the key tools available to you but does not offer detail about every ActivInspire™ tool. Refer to the ActivInspire™ Help system for details about the tools not mentioned in this guide.

STAMS® IWB lessons can also run in ActivStudio™, the forerunner of ActivInspire™. Both ActivStudio™ and ActivInspire™ were developed by Promethean Limited. The files are compatible with a variety of hardware, including SMART™ boards and Mimio® boards.

Integrating STAMS® IWB lessons with the print series

STAMS® IWB lessons can be used to teach new lessons or review previous lessons from *STAMS*® *Plus* levels C–H. For example:

- Use the IWB lesson in conjunction with part one and part two of each print lesson.
- Recap part one and part two before moving on to part three and part four of the print lesson.
- Review previous lesson's content, from any level, before beginning instruction on a new lesson.

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Using STAMS® *IWB lesson content*

Begin by moving through part one of each *STAMS*® IWB lesson in order – **Explore**, **Think**, **Connect**, **Let's Talk**, **Think It Through** and **Your Turn**. When you complete **Your Turn** in part one, begin part two, moving through the pages in the same order. This is the order of part one and part two of the print lesson. Have students follow along in their books so they will know where to find explanations and examples they may need to review later.

You can refer back to part one and part two of each *STAMS*® IWB lesson when you work with other parts of the print lesson. And, of course, you can use the *STAMS*® IWB lesson as a review lesson for another lesson or year level.

Getting to know STAMS® *IWB Lessons*

Regardless of which lesson you have open, each *STAMS*® IWB lesson uses a consistent structure for identical lesson components in the print series.

Focus Questions

Each *STAMS*® IWB lesson presents a Focus Question on the Notes page for **Explore.** Use the question to frame the lesson and set a purpose for learning. The question not only identifies the core concept of the lesson, but gets students thinking about the answer arrived at through **Explore**, **Think** and **Connect**.

Explore

Use **Explore** to engage your students, activating their prior knowledge of the concept introduced. Encourage them to share their knowledge and check to see that they have the proper tools to succeed. For example, be sure to review prerequisite concepts and vocabulary essential to understanding the lesson.

Time and pacing

Spend 2 to 3 minutes discussing the **Explore** information. The time will vary depending on the depth of students' prior knowledge, the number of vocabulary terms and students' familiarity with the terms.

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Think

Think presents step-by-step interactive content to guide students' thinking about new concepts and skills. Pull-down screens offer an additional method for ensuring students stay focused, and write-on lines allow students to input answers and compare them to the answers supplied in their books. Be sure to discuss with students how they arrived at each answer.

Remind students that material from the *STAMS*® IWB lesson appears in their books too. When you make notes or highlight elements on the page, encourage students to do the same in their books. Student notes become an additional reference for independent learning.

Time and pacing

Work deliberately through the steps in **Think**, pausing to be sure students understand why the questions or statements are completed as they are. Depending on the number of steps and amount of new vocabulary, this will take 5 to 7 minutes. This is the section where understanding is developed, so take time to manipulate and discuss the visuals so that all students are comfortable with the material before moving on.

Connect

Connect presents the core content of the lesson, answering the Focus Question. Use the interactive features of **Connect** to reinforce key concepts and skills.

Time and pacing

Be sure to discuss this section in depth with students. Ask questions to check students' understanding. Interact with the onscreen features to provide a variety of examples. Expect to spend about 5 to 6 minutes in **Connect.**

Let's Talk

Use **Let's Talk** to get students thinking more deeply about what they have just learned and communicating their understanding to their peers. You can add a blank page to record the discussion or copy the original page so small groups of students can interact with it separately and present their ideas to the class. Be sure to save student work by selecting **Save As** from the *STAMS*® IWB lesson File menu.

Time and pacing

You'll discuss some **Let's Talk** questions longer than others. Allow more time for open-ended discussions. Allow students to discuss questions in pairs and to use the IWB to explain their thinking. As necessary, record student responses. **Let's Talk** pages will take about 4 to 6 minutes.

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Think It Through and Your Turn

Think It Through and **Your Turn** in each *STAMS®* IWB Lesson present problems and supporting information identical to the correlated sections of the Student Book page. Use the space on the right to write notes to show how to reason through the problems.

The Teacher guide provides answers for the **Think It Through** and **Your Turn** problems.

Think It Through

Think It Through keeps students engaged in problem solving. Encourage students to write in their books as the class works through and records each step of the solution on the IWB. Use the *STAMS®* IWB lesson tools to interact with the **Think It Through** pages. See the teacher guide for answers.

Time and pacing

Walk through the solution step-by-step as a class, using the IWB to illustrate examples, record calculations, draw diagrams and so on. This should take approximately 5 to 6 minutes.

Your Turn

Your Turn offers an opportunity for students to work alone or in pairs, while referring to their books. Students can share their solutions on the *STAMS®* IWB lesson page and discuss their work. Be sure to use errors as opportunities for learning. See the teacher guide for answers.

Again, you can add a blank page or copy the original page so small groups of students can interact separately. Be sure to save student work by selecting **Save As** from the *STAMS®* IWB lesson File menu.

Time and pacing

Allow time for students to solve the problem. The time will vary depending on the number of steps and computations involved. Generally, you can plan on 2 to 3 minutes. Then spend 3 to 4 minutes discussing the correct answer. Use white space on the page and, if necessary, return to previous pages to help struggling students apply the instruction to the **Your Turn** problem. Consider copying an existing page and marking the diagrams or tables with the information in the **Your Turn** problem.

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Teacher tips!

Making the most of STAMS® IWB lessons

Be prepared!

- Be sure to review lessons before you present them to the class. You'll feel more comfortable with content that you're familiar with and you'll be ready to use the interactive features.
- Preview the Teacher Notes so you know the page features for the lessons.
- Deactivate the screen saver on the computer you are using to present the *STAMS®* IWB lesson.

Personalise the lessons

- Adjust the lessons so they have more personal meaning for your students. For example, you can change the pets in a chart so they reflect pets the students know.
- Extend the lesson to answer questions and give more practice. Change or add more equations to a slide. Or, use the shapes in the Main Toolbox to extend a geometry lesson.
- Duplicate a slide so you can adjust content but retain the original slide.
- Use the Pen, Highlighter or other tools to emphasise page elements. You can even use the **Zoom In** feature to take a closer look at something.

Class participation

- Invite your students to complete activities at the IWB.
- Have students work at their seats, then come to the IWB to show how they solved a problem.
- Have students work in groups, then invite a representative to come to the IWB to show their work.
- Have students create a presentation on the IWB to teach something to their classmates.
- If you use response devices, gather class feedback. If you don't have response devices, you can use slates or a show of hands.

Save your presentations

- You can save your presentation as a flipchart or PDF and post it to your class website where students can access it for further study.
- If a screen recorder is available, use it to capture the onscreen activities. Consider using a microphone, too.
- Open a lesson before you teach it and make any adjustments needed for your class. For example, you might want to add extra skills practice.

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Directions for using and viewing STAMS® IWB lessons

Please note that no matter what interactive whiteboard you have, you will need to download and install Promethean ActivInspire software in order to use and view *STAMS®* Interactive Whiteboard lessons. Promethean software and *STAMS®* Interactive Whiteboard lessons work on all interactive whiteboards.

Installation instructions

You will need up to 30 minutes to download and install Promethean ActivInspire software (depending on the speed of your Internet connection).

1) Navigate to this link:
http://support.prometheanplanet.com/server.php?show=nav.29751 You will be taken to the Promethean website.

2) Select the correct download link for your operating system

Promethean Planet
Home
Community
Resources
Professional Development
Store
Support
Select Your Language
[Login] [Register]
Home > ActivInspire > English
ActivInspire
ActivInspire is the foundation for any 21st century learning experience. Designed for use in the classroom, it enables teachers to lead the lesson on an interactive whiteboard.
Create new lessons filled with rich, powerful activities, and support Assessment for Learning tasks with students, groups and the whole class.
With a choice of age appropriate interfaces, ActivInspire gives teachers the ability to access a wealth of teaching activities, tools, images, sounds and templates, with a world of additional resources available on Promethean Planet.
Download
Features
Licensing
Support
System Requirements
This download is for new users of ActivInspire
The System Requirements of ActivInspire have changed: Mac OSX 10.4 & 10.5 (Tiger & Leopard) and Ubuntu 9.04 are no longer supported.
The previous version of ActivInspire can be downloaded here
Windows
DOWNLOAD
Or
Mac
DOWNLOAD
Or
Linux
DOWNLOAD
Please Login or Regis
ble the links above
Existing ActivInspire Users
If you have an existing version of ActivInspire, you can update your software through the dashboard as shown
Note: your computer needs to have an active Internet connection when performing this task.
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Privacy
International

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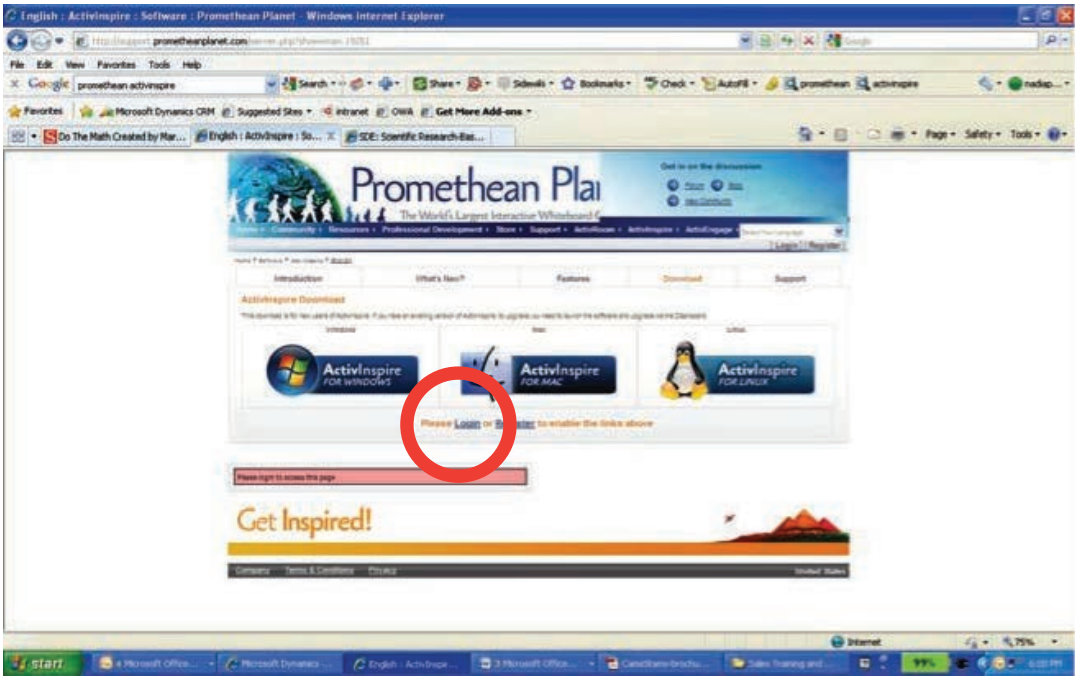
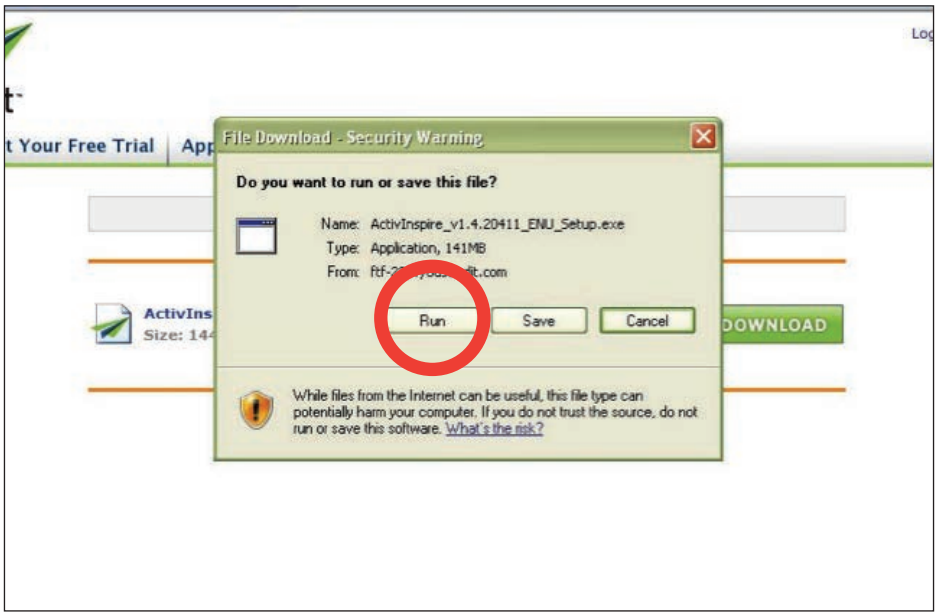
3) You will need to take two minutes to register before you can download (e.g. name, address etc)



4) If you are navigated away from the above screen, repeat steps 1 and 2 (this time you will be signed in and will be able to download). Click on the download button that will now appear below the version that you need (Windows, Mac or Linux).

5) Fill out the required fields in the brief pop-up questionnaire and the download will begin.

6) A pop-up window will appear. Click “Run”.


t Your Free Trial
File Download - Security Warning
Do you want to run or save this file?
Name: ActivInspire_v1.4.20411_ENU_Setup.exe
Type: Application, 141MB
Run
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?
DOWNLOAD

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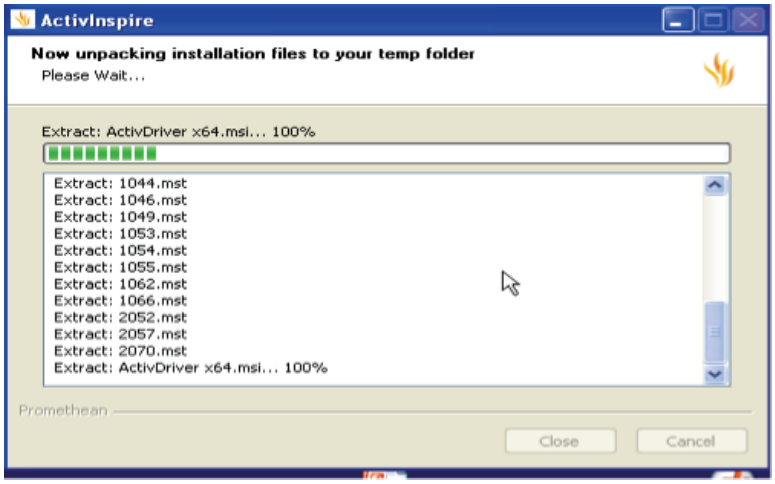
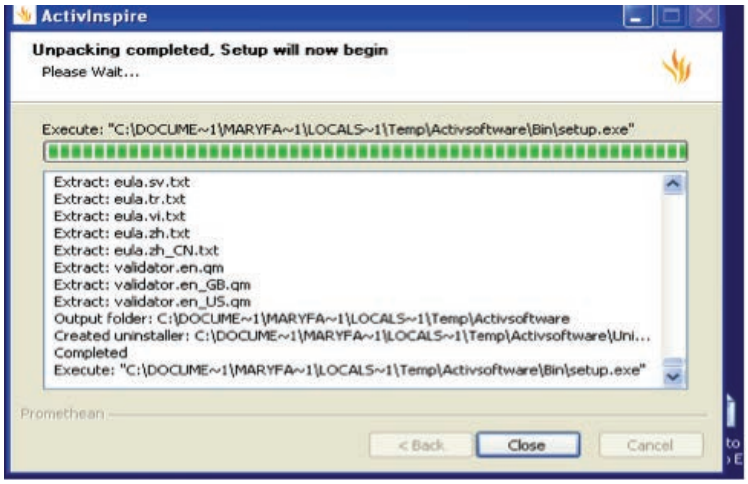
7) The pop-up window will show you the status of the download. This will take between 4–15 minutes.

8) Another pop-up will ask if you want to run the software (it might say 'file'). Click "Run".

9) Continue to let run (it might say 'unpacking' or 'extracting'), do not close if prompted.





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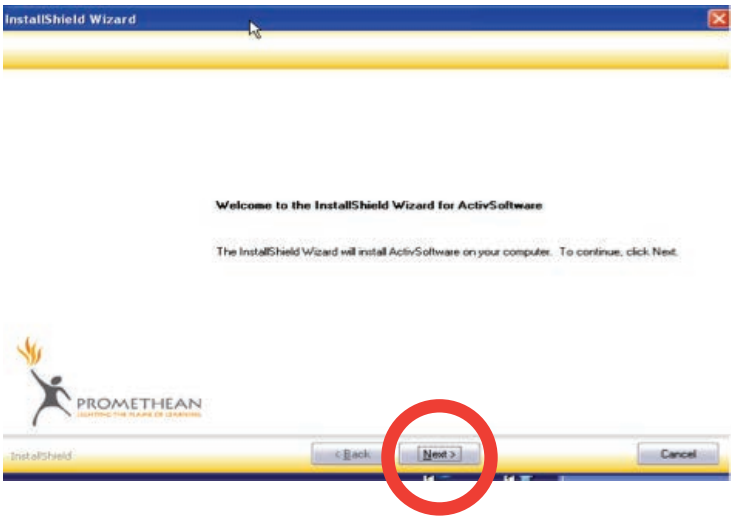
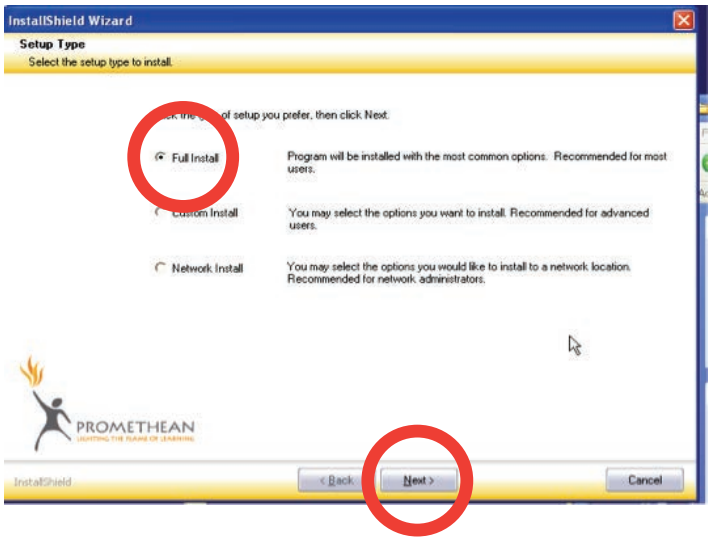
10) The Installation Wizard (called “Install Shield Wizard”) will launch automatically.

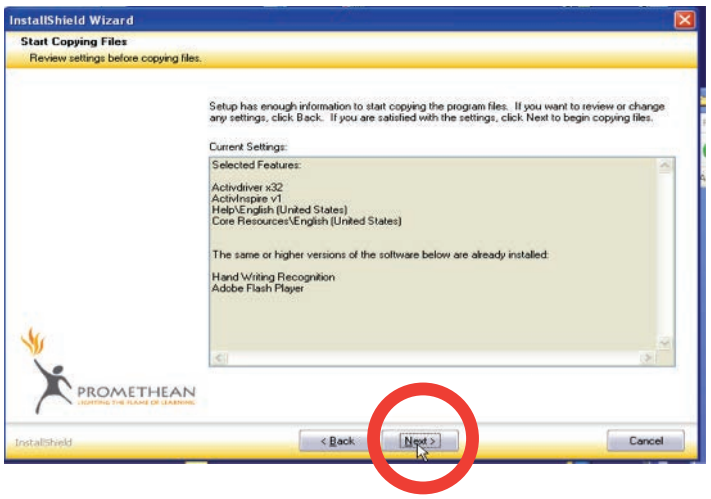
11) Click “Next”.


InstallShield Wizard
Welcome to the InstallShield Wizard for ActivSoftware
The InstallShield Wizard will install ActivSoftware on your computer. To continue, click Next.
PROMETHEAN
InstallShield
< Back
Next >
Cancel

12) “Full Install” will be preselected. Click “Next”.


InstallShield Wizard
Setup Type
Select the setup type to install.
of setup you prefer, then click Next.
Full Install
Program will be installed with the most common options. Recommended for most users.
Custom Install
You may select the options you want to install. Recommended for advanced users.
Network Install
You may select the options you would like to install to a network location. Recommended for network administrators.
PROMETHEAN
InstallShield
< Back
Next >
Cancel

13) Click “Next”.


InstallShield Wizard
Start Copying Files
Review settings before copying files.
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
Selected Features:
Activdriver x32
ActivInspire v1
Help\English (United States)
Core Resources\English (United States)
The same or higher versions of the software below are already installed:
Hand Writing Recognition
Adobe Flash Player
PROMETHEAN
InstallShield
< Back
Next >
Cancel

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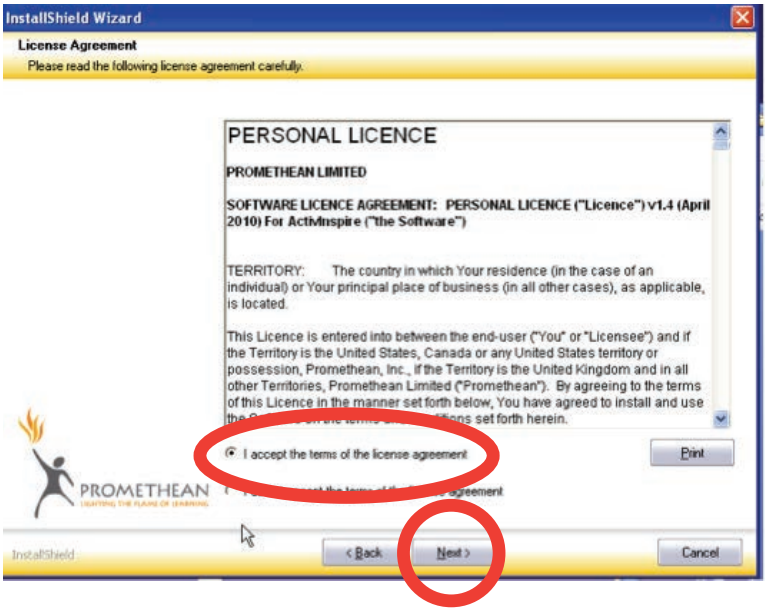
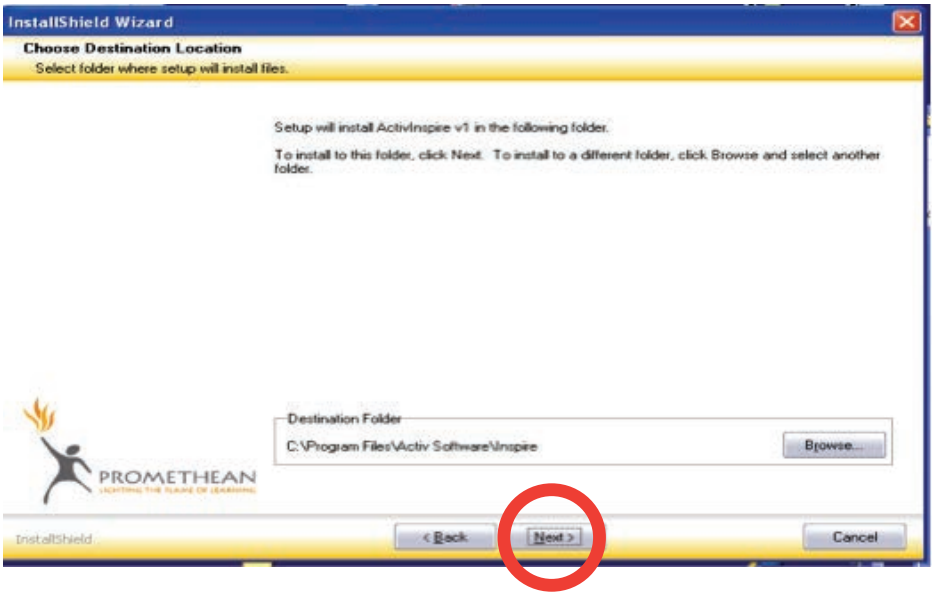
14) Select “I accept the terms of the license agreement”.

15) Click “Next”.


InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
PERSONAL LICENCE
PROMETHEAN LIMITED
SOFTWARE LICENCE AGREEMENT: PERSONAL LICENCE ("Licence") v1.4 (April 2010) For ActivInspire ("the Software")
TERRITORY: The country in which Your residence (in the case of an individual) or Your principal place of business (in all other cases), as applicable, is located.
This Licence is entered into between the end-user ("You" or "Licensee") and if the Territory is the United States, Canada or any United States territory or possession, Promethean, Inc., if the Territory is the United Kingdom and in all other Territories, Promethean Limited ("Promethean"). By agreeing to the terms of this Licence in the manner set forth below, You have agreed to install and use
I accept the terms of the license agreement
Print
PROMETHEAN
InstallShield
< Back
Next >
Cancel

16) In the yellow bar, your screen should now say “Choose Destination Location. Select folder where setup will install files.”
On the main part of the screen, your screen should say “Setup will install ActivInspire v1 in the following folder.”

17) Click “Next”.


InstallShield Wizard
Choose Destination Location
Select folder where setup will install files.
Setup will install ActivInspire v1 in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files\Activ Software\Inspire
Browse...
PROMETHEAN
InstallShield
< Back
Next >
Cancel

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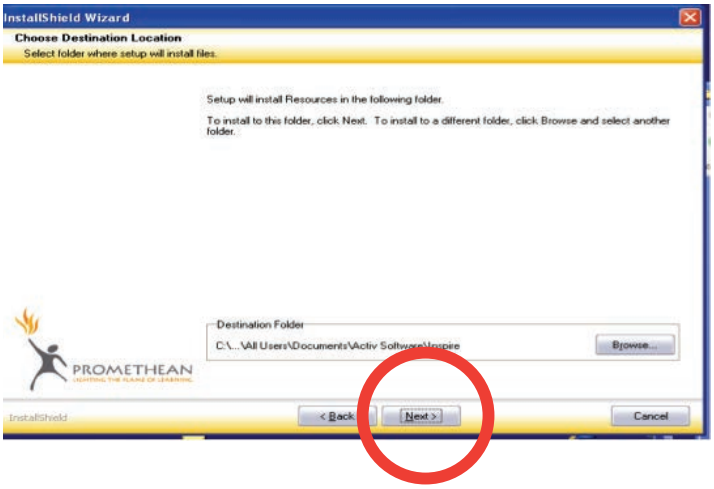
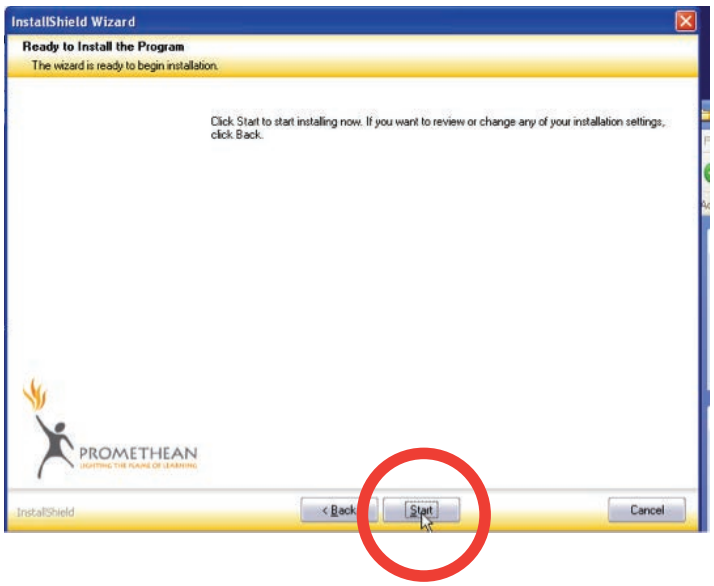
18) The main part of your screen will now say “Setup will install Resources in the following folder.”

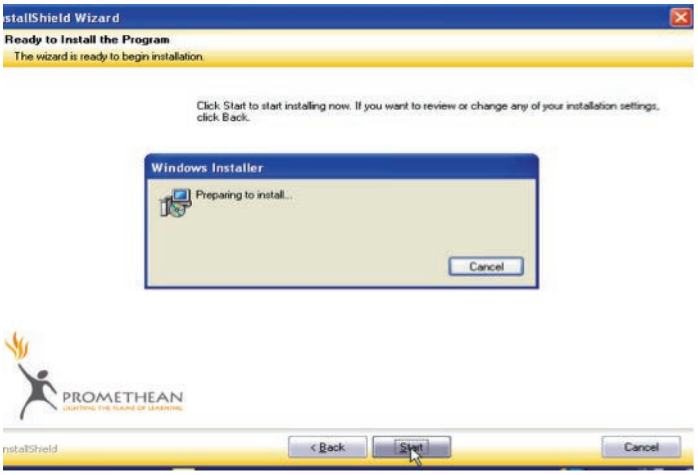
19) Click “Next”.


InstallShield Wizard
Choose Destination Location
Select folder where setup will install files.
Setup will install Resources in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\...\All Users\Documents\Activ Software\Inspire
Browse...
PROMETHEAN
InstallShield
< Back
Next >
Cancel

20) Click “Start”.


InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Start to start installing now. If you want to review or change any of your installation settings, click Back.
PROMETHEAN
InstallShield
< Back
Start
Cancel

Note: the program is being installed



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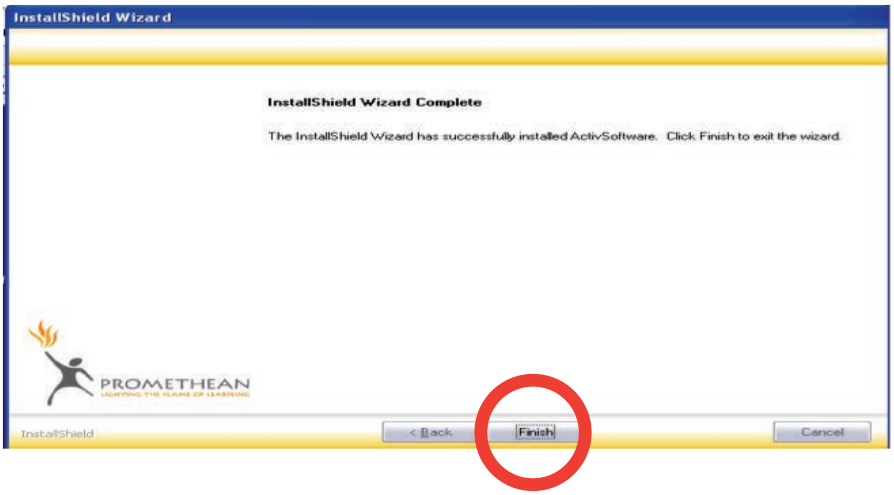
21) Click “Finish”.



22) You will find a shortcut to the Promethean ActivInspire software on your desktop.

Start the lesson

When you are ready to start your Interactive Whiteboard lessons, double click on the *STAMS*® IWB lesson that you saved to your desktop (e.g. STAMS_C_Lesson_16). You should see the following screen.

Next, a “Promethean License Agreement” pop-up will appear.

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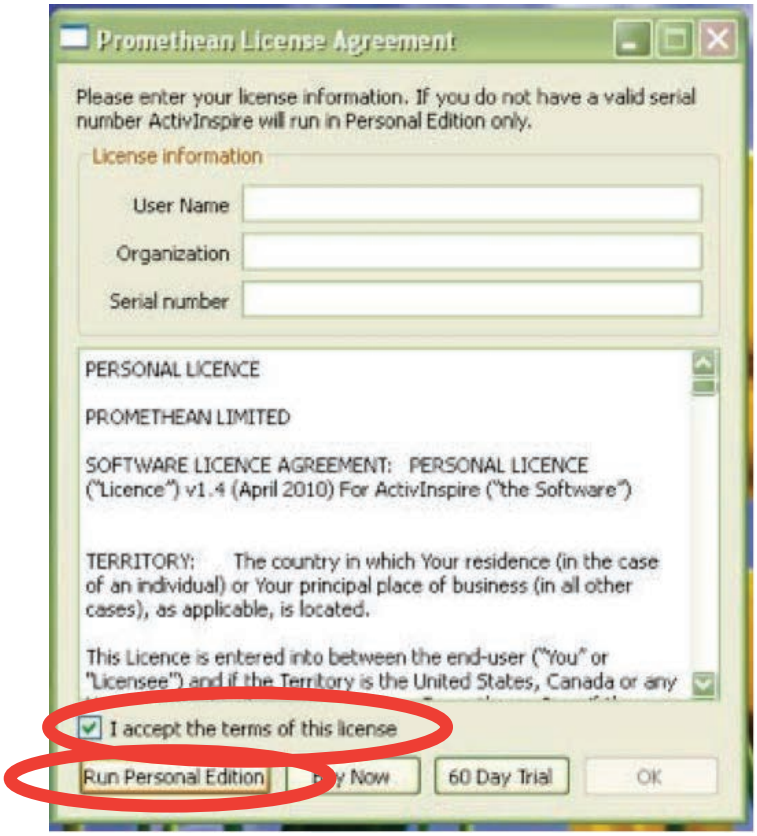
Promethean License Agreement
Please enter your license information. If you do not have a valid serial number ActivInspire will run in Personal Edition only.
License information
User Name
Organization
Serial number
PERSONAL LICENCE
PROMETHEAN LIMITED
SOFTWARE LICENCE AGREEMENT: PERSONAL LICENCE ("Licence") v1.4 (April 2010) For ActivInspire ("the Software")
TERRITORY: The country in which Your residence (in the case of an individual) or Your principal place of business (in all other cases), as applicable, is located.
This Licence is entered into between the end-user ("You" or "Licensee") and if the Territory is the United States, Canada or any
I accept the terms of this license
Run Personal Edition
Now
60 Day Trial
OK

You don't need to enter anything in the fields at the top.

Click in the "I accept the terms of this license" box. Once you do, the "Run Personal Edition" button will become active.

Click "Run Personal Edition".

A "Welcome to ActivInspire" pop-up will appear. Select "Other Applications (such as Powerpoint)" and click "Continue".

Welcome to ActivInspire
To get up and running more quickly, your copy of ActivInspire can be customized to look and feel more like your current authoring and presentation software
Which of the applications listed below are you most familiar with?
Promethean ActivStudio
Promethean ActivPrimary
Other Applications (such as Powerpoint)
Continue

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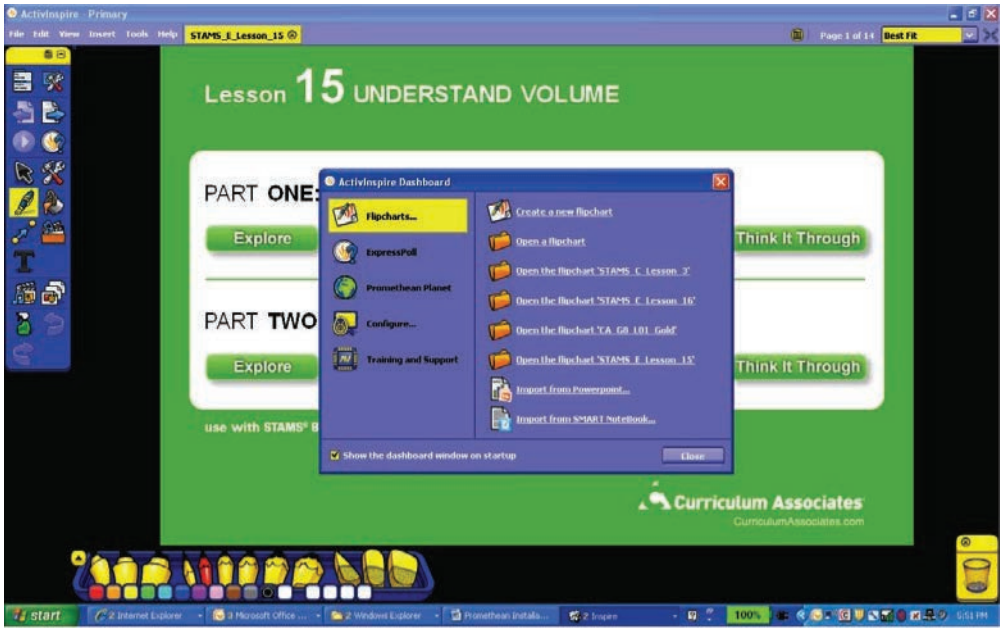
The ActivInspire software will now launch and show you the ActivInspire 'dashboard' (the small pop- up window) and the *STAMS*® Interactive Whiteboard lesson (the red screen in the background). Once you close out the dashboard by hitting the 'Close' button, you are ready to start using the STAMS® Interactive Whiteboard lesson!



NOTE: Each time you launch ActivInspire, you will get the Promethean License Agreement. Remember that if you want to use the Personal Edition (free) you don't have to fill in the fields, just click on "I accept" then click on "Run Personal Edition". **You never have to click on Buy Now or do the 60 day trial as the Personal Edition is free to all users.**

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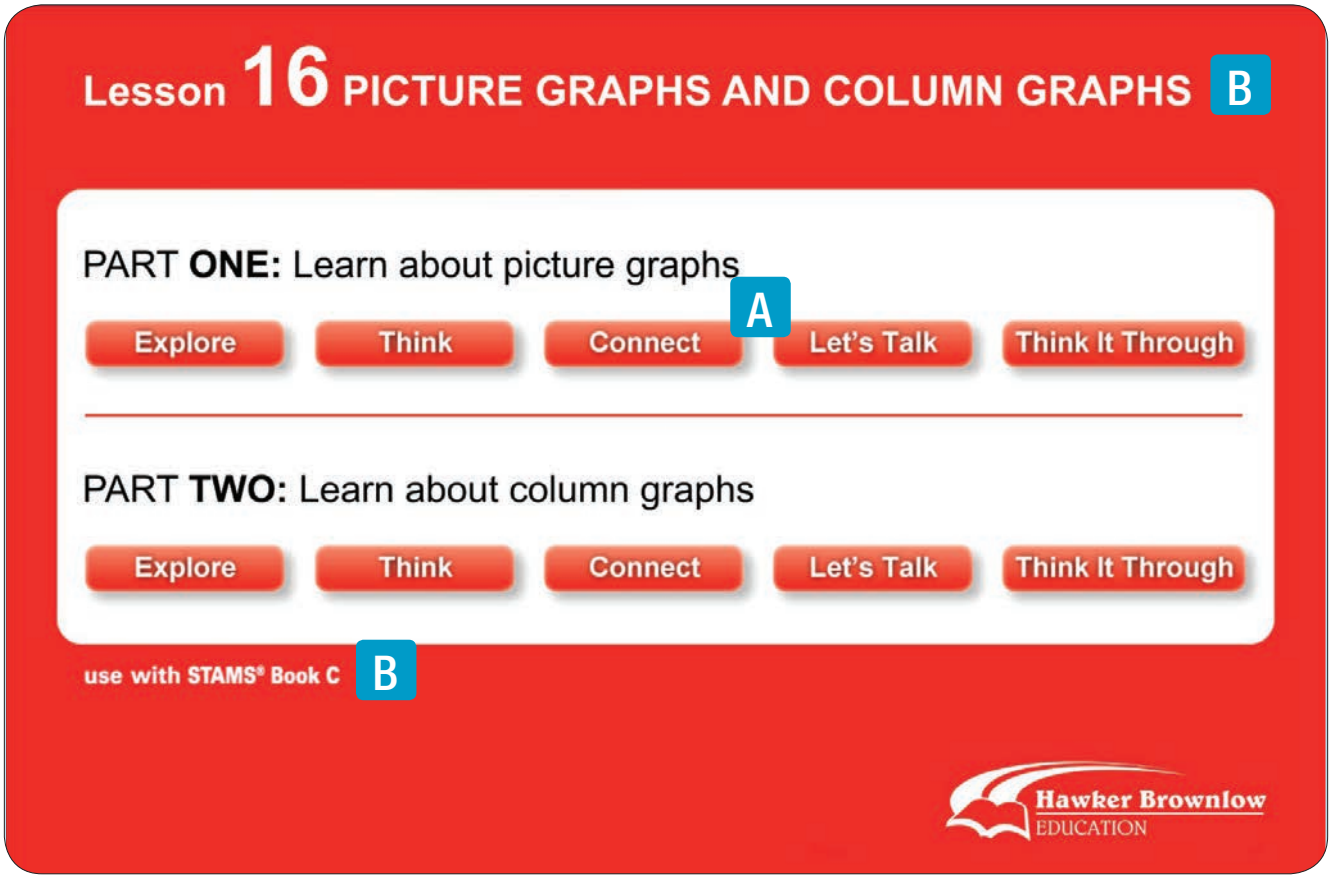
STAMS® *IWB lesson interface*



Getting to know the STAMS® IWB lesson interface

STAMS® IWB lessons offer intuitive tools for working on the lesson pages. Lessons use a standard layout and a consistent structure, so you can focus on the lesson content and your students.

Lessons are colour-coded to coordinate with the colour-coded levels in the *STAMS*® print series.

The home page

The home page offers a consistent layout.

A An IWB lesson includes each section of part one and part two in the student book. Click a button to open the *STAMS*® IWB lesson section.

B There is one file for each *STAMS*® *Plus* lesson in levels C–H. *STAMS*® IWB lessons show the lesson number and name as well as the *STAMS*® *Plus* book and coordinating colour.

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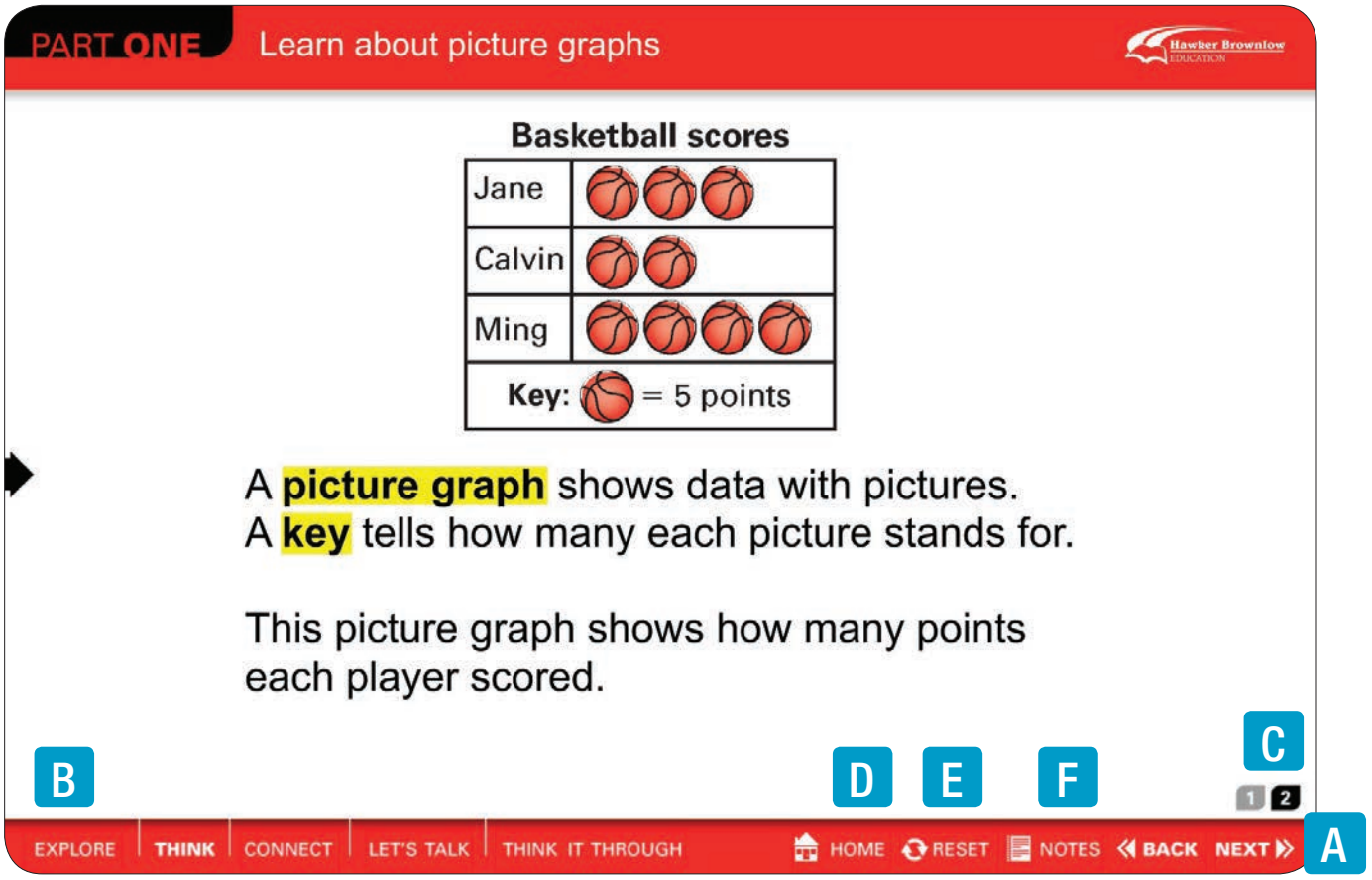

Navigating lesson pages

Because lessons always flow across several interactive pages, *STAMS*® IWB lessons present tools for navigating the pages.

A Click the **Back** or **Next** button to move back or forward in the lesson, one page at a time.

B The current *STAMS*® IWB lesson section name is highlighted when it is active. You can click another section name to open a different section.

C Some sections have multiple pages. Click a page number to move directly to that page in the lesson.

D Click the Home icon to return to the home page where the lesson content is displayed.

E Click the Reset icon to undo changes you've made to the page. The current page reverts to the original settings. The Reset feature changes only the current page. See "Lesson tools and features" for more information.

F Click the Notes icon to see information about how to use the current page. See "Teaching with the Lessons" for more information.

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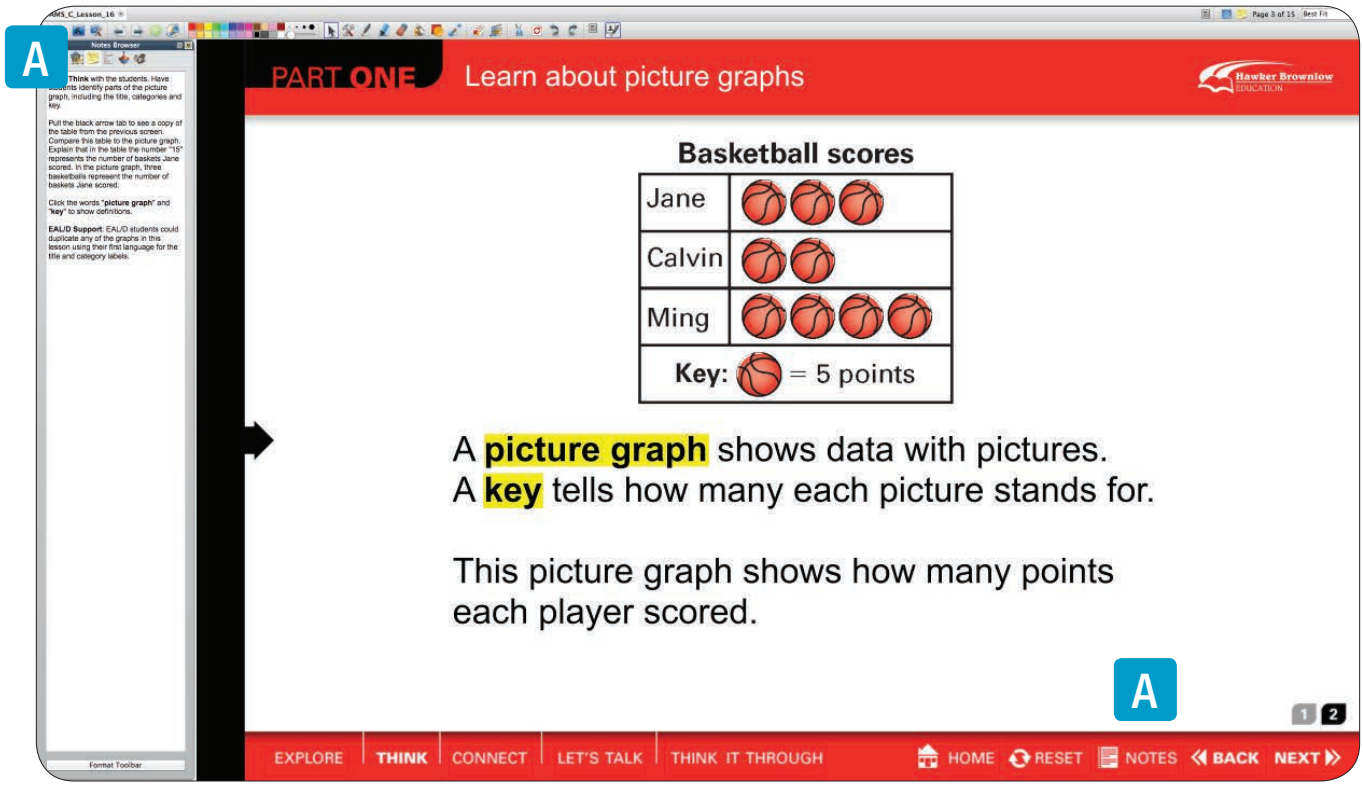

Teaching with the lessons

STAMS® IWB lessons make use of valuable interactive elements to engage students in learning and to enhance the instructional experience. The tools available on each page vary, depending on the page content.

This user guide does not describe all on-page elements. Rather, it describes prominent features that will likely lead you to discover additional interactive features. Remember, *STAMS*® IWB lessons are filled with interactive opportunities. We encourage you to explore the pages to discover the best way to use them in your classroom. Click the Notes icon on lesson pages for tips on some of the interactive features that are available.

A Notes

Notes offer you valuable insight into how to use the current page. Because they are derived directly from *STAMS*® *Plus* teacher guide content, you won't need to go back and forth between the book and a *STAMS*® IWB lesson. The Notes differ depending on the page from which you open them. They may identify the functionality available on the page, provide answers (in red) to questions on the student page, offer extension questions and answers or provide reinforcement tips or EAL/D support.

You can add your own information to any of the Notes pages. Simply click the Notes icon and select the **Text** tool T in the *Main Toolbox*. Then type your own notes in the section. Be sure to preserve your changes by selecting **Save As** from the File menu.

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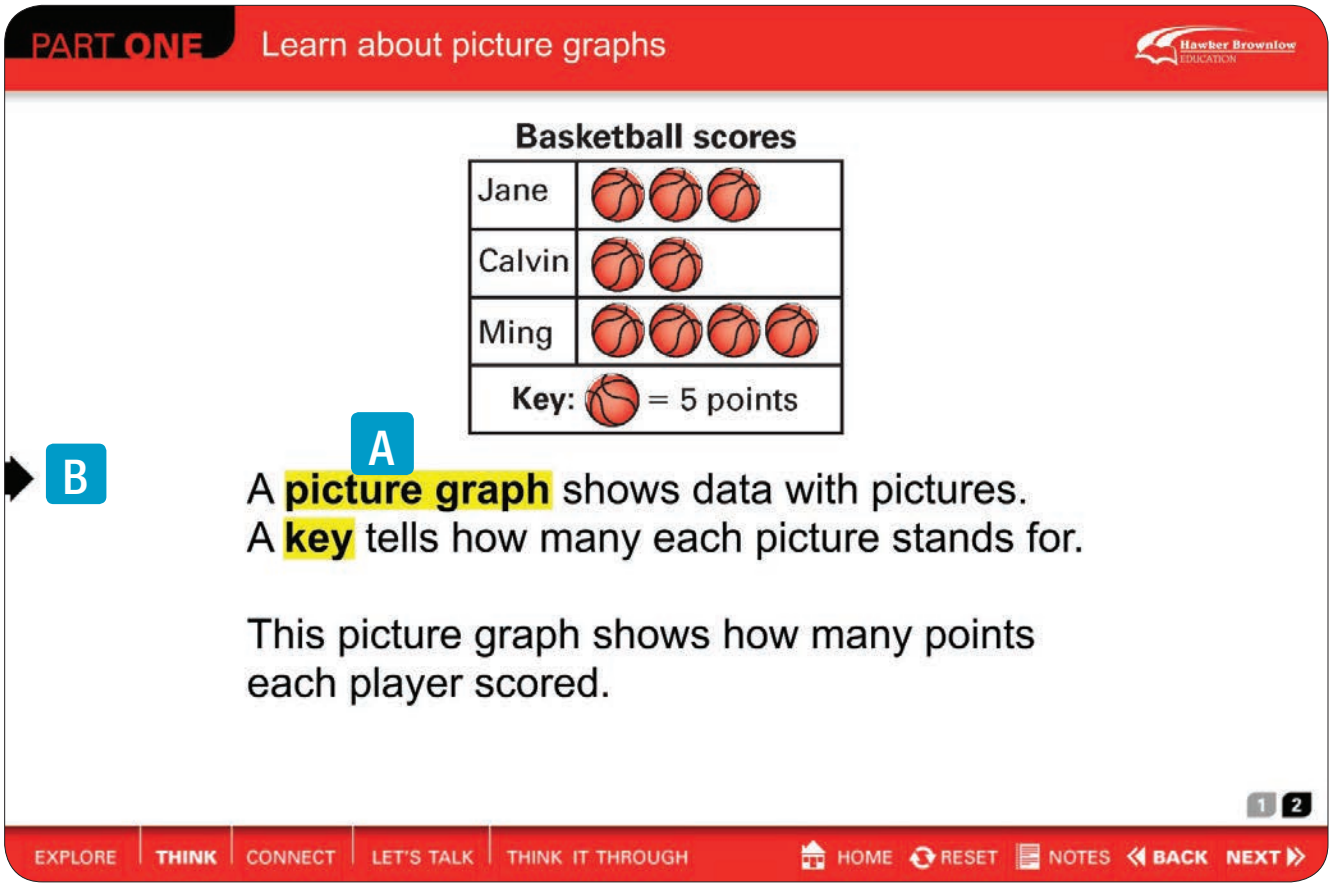

Print

Print a copy of the Notes in advance so you have them on hand when you go through the *STAMS*® IWB lesson pages in the classroom. Select **Print** from the File menu. Then check the **Include page notes** box and the **Print notes only** box and click **Print.**

Pin

You can pin the Notes so they stay open, even when you move to another page. Click the pin in the upper right corner of the Notes section. When the pushpin appears with a highlight, the Notes section remains open. Click the pin again to hide the Notes section. Click the **x** button to close the Notes section.

A Pop-up vocabulary words

Many lessons include vocabulary terms – the same terms that are included in the student book. These vocabulary terms appear with yellow shading or highlighting, around them. Click a highlighted word to open the definition. Click the **Close** button in the definition box to close the definition.

B Pull-tabs

Pull-tabs allow you to move information on and off the page. When you drag the pull-tab arrow on to the page, additional information appears. For example, the pull-tab might provide the data needed to solve a problem, a formula or the solution to a problem.

Drag the information anywhere on the page or close the pull-tab by dragging it off the page.

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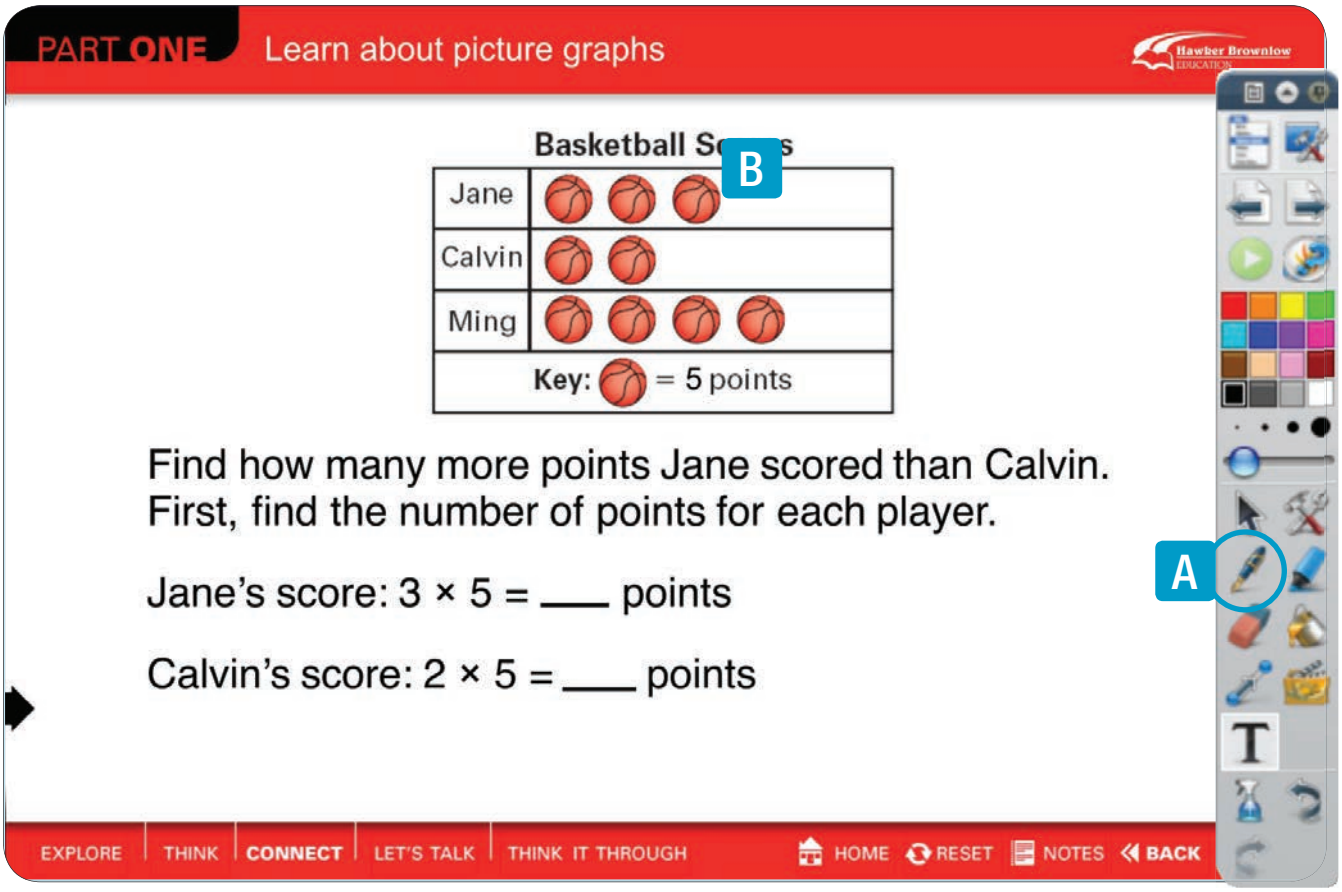

A Using the Pen

STAMS® IWB lessons include areas where you or students can enter solutions. Click the **Pen** tool in the *Main Toolbox* to fill in answers.

If you want to change the solutions, click **Reset** or click the Eraser tool in the *Main Toolbox*. See "Lesson tools and features" for more information.

B Clonable art

STAMS® IWB lessons allow you to clone many of the art elements. Clonable art is easy to identify. Simply move your cursor over an element. If the cursor changes to a hand with a plus sign in a green circle, you can clone the art. Each time you click a clonable element, you create a copy of the element. Drag the cloned element anywhere on the page.

C Shifting objects on a page

You can move many of the objects on *STAMS*® IWB lesson pages. Simply select the object, in this case a basketball and drag it to a new location on the page. Use drag and drop to deepen student understanding of pictographs and to examine the relationships among objects.

In most cases, *STAMS*® IWB lessons are designed so you can shift and manipulate the elements to meet your needs. For example, you can shift the height of bars in a graph, move counters from one side of the page to the other or move elements on a single page.

Remember, the Notes section always gives you tips for working in the current lesson.

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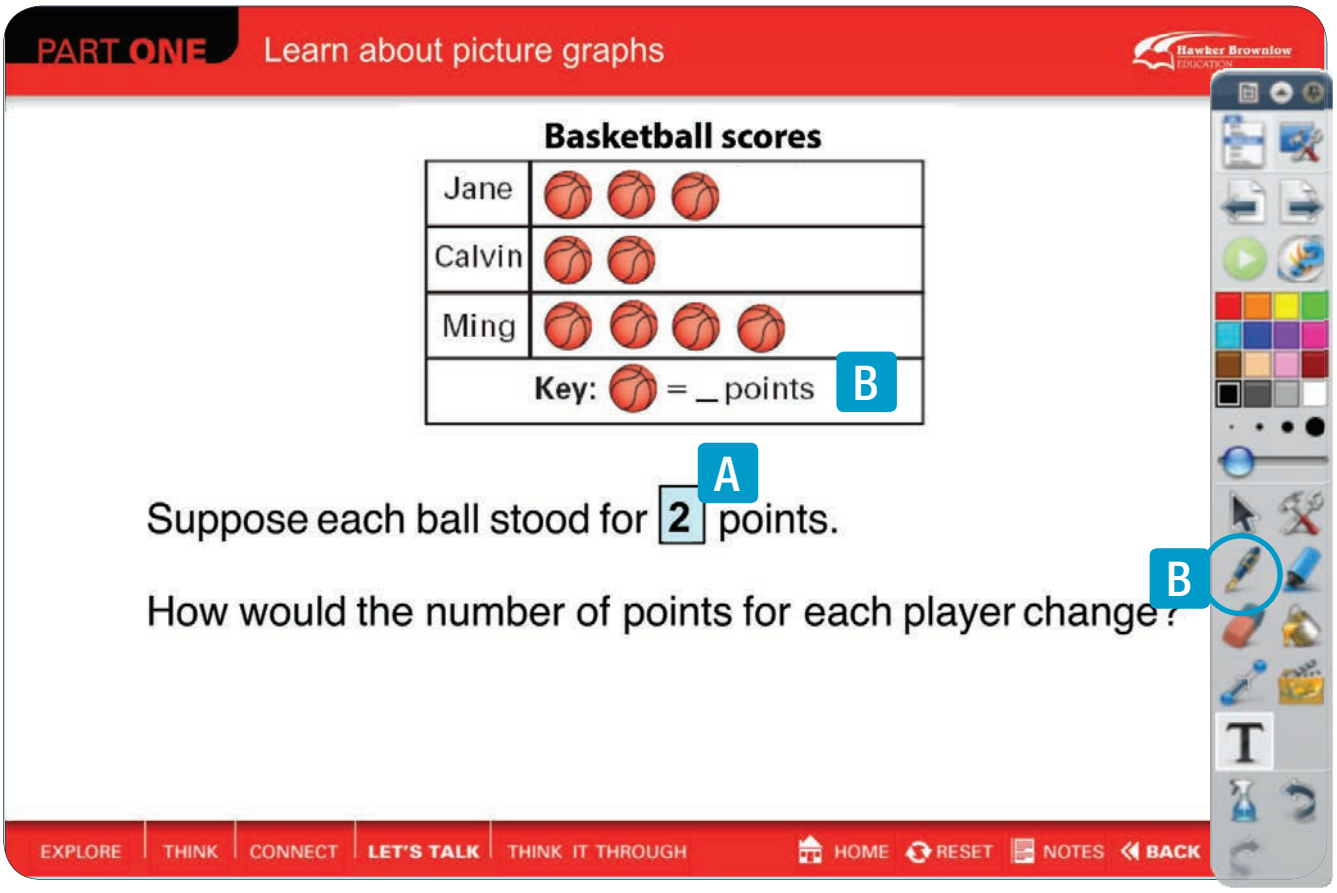

A Click-through boxes

Click-through boxes allow you to move through a set of numbers one at a time. They provide a simple way to practise a skill using a variety of numbers. When you see a shaded box, click it to change the number in the box. Continue to click the box to cycle through the available numbers.

B Blank lines

A blank line indicates that you can use the **Pen** tool to fill in an answer. The **Pen** tool is available from the *Main Toolbox*. See "Lesson tools and features" for more information.

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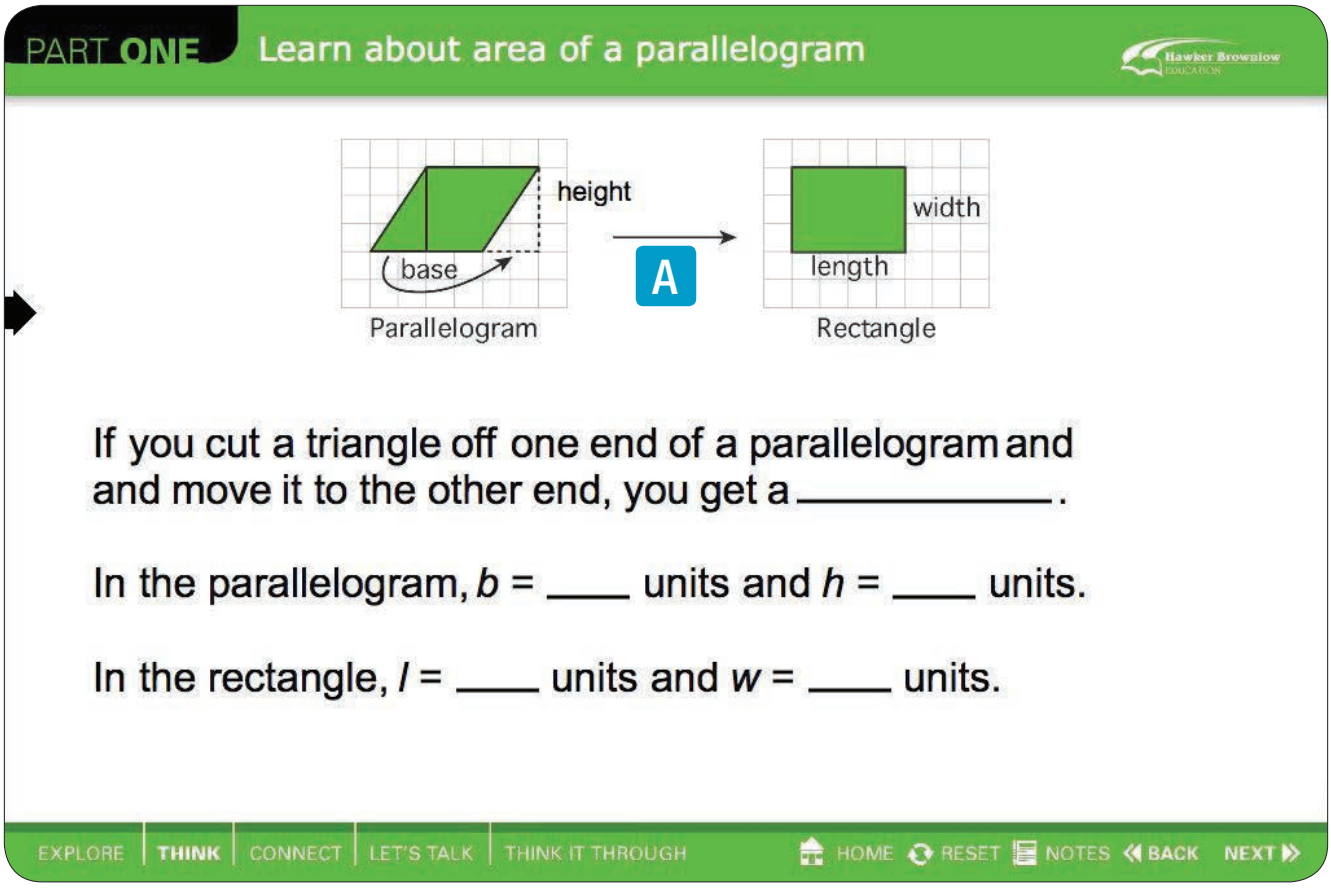

A Manipulating shape models

STAMS® IWB lessons offer several types of models that you can manipulate to enhance the lesson.

For example, you can reshape or rotate a geometric figure, shift the rays in an angle diagram and even drag shapes onto the page. Remember to refer to the Notes for details about the options available for manipulating models on the current page.

Before you begin a lesson, review the onscreen shape models to familiarise yourself with the actions you can perform.

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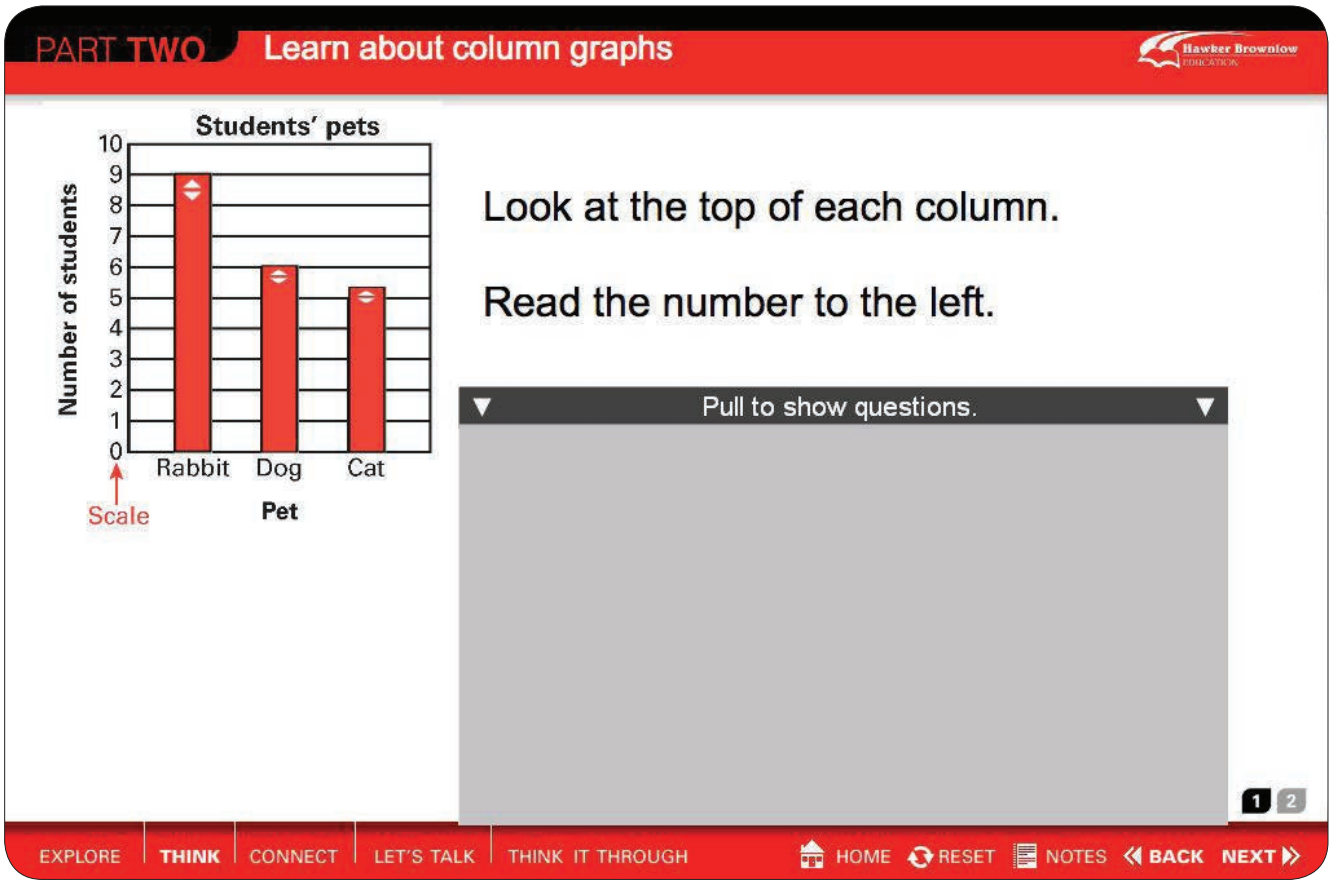

A Sliding screens

STAMS® IWB lessons offer sliding screens to temporarily cover some of the page content. Pull the bar of the sliding screen down to reveal content gradually. Sliding screens allow you to customise the pace of your lesson to accommodate student needs and provide a simple tool for engaging students one line at a time. Drag the arrows up to hide the content.

B Manipulating graphics

STAMS® IWB lessons make use of several types of models that you can manipulate to enhance the lesson. Refer to the Notes for details about the options available for manipulating models on the current page.

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Lesson tools and features

The *Main Toolbox* and the menus in ActivInspire™ present several tools you can use to enhance or edit the *STAMS*® IWB lesson pages. This section describes several of the more commonly used tools. Explore the toolbox and menus to discover additional features. Open the ActivInspire™ Help system from the Help menu to learn more about any of the features.

Zooming in and out

You can enlarge or shrink a *STAMS*® IWB lesson page or you can zoom in or zoom out of a specific region.

To magnify a region, press **Ctrl + Shift + Z.** When the magnifying glass icon appears , click the page; then press and hold the cursor. To zoom out, right-click the page and press and hold the cursor.

You can also select a magnification setting from the list at the upper right of the page. Open the list and select a page magnification level or a general level such as **Fit to width.**

Using the pen and highlighter

If you prefer a pen colour other than black, select a colour from the colour palette. Then click the **Pen** tool and drag the cursor to write or draw on the *STAMS*® IWB lesson page.

The **Highlighter** tool works in much the same way. Select a highlight colour from the colour palette and click the **Highlighter** tool. Then drag the cursor to create a highlighted line or shape.

Use the **Pen width** tools to change the size of the pen or highlighter stroke.

Eraser

You can erase any element that you've added to the *STAMS*® IWB lesson page. Click the **Eraser** tool in the *Main Toolbox* and move it over the area on the page you would like to remove. Use the **Pen width** tools to change the size of the eraser.

You cannot erase elements that are included in the original *STAMS*® IWB lesson pages.

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Copy a page

It's very likely that you'll want to duplicate an existing page and use it as the foundation for a new page. The Copy feature allows you to select a page to copy and to create as many duplicates as necessary. You can copy pages from the Page Browser.

Select **Browsers** from the View menu and open the Page Browser. Scroll through the thumbnail pages and select the page you would like to copy. Then right-click the page and select **Copy** from the pop-up menu.

In the Page Browser, right-click the thumbnail page directly before where you want to insert the copied page. Select **Paste** from the pop-up menu.

You can copy and paste more than one page at a time. Open the Help system from the Help menu to learn more about the Copy and Paste features.

Save page changes

Because the customisations and annotations you and your students add to *STAMS*® IWB lessons are very valuable, you can preserve them with the **Save As** command. **Save As**, available from the File menu, allows you to save your changes to a new lesson while retaining a copy of the original lesson. When you use **Save As,** supply a name for the new lesson and specify a location to store it.

Print the pages or export to PDF

You can print any open *STAMS*® IWB lesson or export it to PDF format. Select **Print** from the File menu and specify settings in the print box that opens. Be sure to select **Include page notes** if you'd like to include the Notes section in the print or PDF file.

Reset the page

Even though *STAMS*® IWB lesson pages are meant to be annotated and customised, you might want to reset the pages so they revert to the original settings. When you click the **Reset** button, your changes are cleared and the page returns to its original state as long as you haven't saved changes.

If you want to preserve changes you've made to a lesson, be sure to use the **Save As** command before you click the **Reset** button.

A **Reset** button is available on each lesson page as well as on the toolbar.

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